



# Town of Mooresville

## Library – Administration

### JOB ANNOUNCEMENT

#### Library Associate P/T (2 positions) \$11.99—\$15.77

At the Town of Mooresville our vision is to create a safe, vibrant, and diverse community that is inclusive to all.

**Requirements:**

This position requires exemplary customer service to library patrons. Assists patrons in selecting and locating materials. Informs and assists patrons on available library technologies, including public access computers, library applications, self-checkout stations, printers, copiers, and catalog searches. Provides information and customer service over the telephone. Implements established policies and procedures under the direction of supervisory staff and communicates policies to library patrons. Handles cash, check and credit card transactions in accordance with Town policies and procedures. Shelves, straightens and maintains shelf order according to the Dewey Decimal System.

**These positions will cover nights and weekend shifts.**

**Minimum Qualifications:**

High School diploma or GED required; some college preferred. Previous public library experience and customer service experience preferred. Knowledge of computers and technology required.

**How to Apply:** Applications will be accepted on-line at [www.mooresvillenc.gov/191/Employment-Opportunities](http://www.mooresvillenc.gov/191/Employment-Opportunities). Resumes will NOT be accepted in lieu of a Town of Mooresville application.

Position will close August 20, 2021.

**Benefits:** This is an intermittent job with no benefits.

**Department of Human Resources**

P.O. Box 878

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Phone: 704-799-4070

[www.mooresvillenc.gov](http://www.mooresvillenc.gov)

Equal Opportunity Employer